

## Vision

Develop a Best in Class Procurement Practice that provides DFW International Airport with a continuous strategic advantage to be Cost Competitive, exceed Customer Service Goals and maintain Operational Excellence and Employee Engagement.



## Mission

PMM will provide efficient centralized purchasing, contracting, print and materials management services in a collaborative manner that maximizes customer satisfaction and minimizes total cost, in accordance with board policies and applicable laws.



## Ethics Policy

The competitive nature of public purchasing and the expenditures of significant amounts of public funds require strong ethical standards at all levels of the procurement function. Purchasing personnel and other stakeholder department staff face the challenging task of developing good supplier relationships and encouraging supplier competition while avoiding even the appearance of favoritism or other ethical misconduct.

## Cone of Silence



To ensure a proper and fair evaluation, the DFW International Airport has established a cone of silence applicable to all Competitive Selection Processes, including RFPs and RFBs. The cone of silence is designed to protect the integrity of the procurement process by shielding it from undue influences. The cone of silence will be imposed on all Competitive Selection Processes beginning with advertisement for the same and ending with the Board's selection for RFPs or the Board's award for RFB.

The Cone of Silence begins when the solicitation is advertised/released and ends after the contract/purchase order is awarded, noting that release of some information is restricted by law. Potential bidders/proposers cannot discuss any aspect of a released solicitation with Airport personnel with exception to the contract administrator/buyer listed in the solicitation.

### Check Business Opportunities

DFW Airport Website Solicitation Schedule at  
[www.dfwairport.com/business/solicitations/index.php](http://www.dfwairport.com/business/solicitations/index.php)

Newspapers:  
Dallas Morning News  
Fort Star-Telegram  
(usually advertised on Sundays for two weeks)



DFW  
International Airport  
Supplier Orientation

## Overview

The Dallas Fort Worth International Airport Procurement and Materials Management Department (PMM) is responsible for centralized procurement and materials management functions and ensures the availability of materials, supplies, equipment, professional and general services necessary to support the operation and maintenance of the Airport. The airport supports and complies with all business inclusion and diversity requirements and policies.

## Governance

DFW International Airport is owned by the Cities of Dallas and Fort Worth, Texas (“owner cities”).

The DFW Airport is a Public Entity and must follow applicable Federal and State Law when buying goods and services.

DFW International Airport—Procurement Dept.  
2400 Aviation Dr., DFW Airport, TX 75261  
(972) 973-5600 Call for an appointment

## iSupplier Registration

We invite you to learn more about how to do business with DFW Airport by visiting our website at

<https://www.dfwairport.com/procurement/index.php>

**Register** as a potential supplier to DFW Airport in the iSupplier Portal.

## iSupplier Capabilities

- Online supplier registration and collaboration
- Receive solicitation notices
- View payment status
- Receive orders

## Helpful Links

DFW Procurement & FAQs  
<https://www.dfwairport.com/procurement/index.php>

DFW Business Diversity & Development  
<https://www.dfwairport.com/bdd/index.php>

DFW Solicitation Schedule  
<https://www.dfwairport.com/business/solicitations/index.php>

Local Code 252 Municipal Acquisitions  
<https://statutes.capitol.texas.gov/SOTWDocs/LG/html/LG.252.htm>

Local Code 2254 Professional Services  
<https://statutes.capitol.texas.gov/Docs/GV/html/GV.2254.htm>

Gov't. Code 2269 Construction Services  
<https://statutes.capitol.texas.gov/Docs/GV/html/GV.2269.htm>

Local Code 552 Public Information Act—Open Records  
<https://statutes.capitol.texas.gov/Docs/GV/html/GV.552.htm>

## Simplified Procurement Process

- 1.The need for a service/product is identified by the Airport staff.
- 2.A scope of work is written outlining the specifications of needed service/product.
- 3.Procurement process identified services/products greater than \$50,000 must follow applicable procurement laws and policies and will require DFW Board approval.

## Airport's Right to Inspect and Audit (Including but not limited to the following.)

All contracts include a comprehensive records and audit section. Contractors and subcontractors are required to maintain and provide timely access to all personnel and records (including electronic/computerized records) related to the contract. Contractors are also required to “flow down” the Airport’s records and audit provisions to each subcontract.

## Invoicing

Invoices should be submitted to :  
[imaging@dfwairport.com](mailto:imaging@dfwairport.com)  
Unless otherwise stated in the contract

## Payments

To avoid delays in payment processing, always reference the DFW Contract Number or Purchase Order on the invoice.

Payment Terms are Net 30 unless otherwise specified in the contract.